

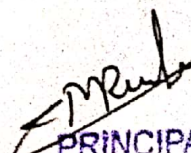
AHMEDNAGAR JILHA MARATHA VIDYA PRASARAK SAMAJ'S
SHRI MULIKADEVI COLLEGE, NIGHOJ
TAL.PARNER DIST.AHMEDNAGAR

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE: BASIC SKILLS IN ENGLISH LANGUAGE
SYLLABUS

Sr. No.	Topics
01	Grammar
	Introduction
	Parts of Speech
	Tenses
	Change the Voice
	Direct and Indirect Speech
	Types of Sentence
	Test of Grammar
02	Communication skill
	Introduction
	Speaking Skill
	Listening Skill
	Reading Skill
	Writing Skill
	Types of Communication
	Formal and Informal
03	Verbal and Non verbal
	One way or Two way and mass communication
	Writing skill
	Introduction
	Paragraph Writing
04	Report Writing
	Letter Writing
	Presentation Skill
	Introduction
05	Types of presentation
	Making Presentation
	Translation Skill
	Introduction
	English paragraph translation Marathi or Hindi




PRINCIPAL
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